

12 August 1953

MEMORANDUM FOR: Wage and Classification

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SUBJECT : Re-Classification of Slot 117
[REDACTED] Headquarters T/O

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1. It is requested that slot 117 [REDACTED]
[REDACTED] T/O, be re-classified from clerk (steno) GS-312-5 to Building
Receptionist GS-301-5.

2. In view of the physical security measures taken
in and around the building where the [REDACTED] Headquarters is located,
a building receptionist is required in order to greet and direct
visitors to the appropriate offices. No provision had been made
in the current T/O for such a position.

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3. Expeditious action in making this adjustment
will be appreciated.

[REDACTED]
Chief, FE

Information Receptionist

304-5

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KCT